

System Evaluation and Improvement
Meeting Minutes for August 9, 2002
EMS Authority
Sacramento, California
10-3p

I. Welcome and Introductions

Members Present: Bob O'Brien, Bonnie Sinz, Ed Armitage, Deidre Myles, Craig Stroup, Cathy Ord, Steve Andriese, and Gwen Jones.

Non-Members Present: Mercia Brandon, Miranda Swanson.

II. Approval of June 2002 Meeting Minutes

- ? Steve moved to approve meeting minutes. Bob seconded. Meeting minutes were approved by consensus.

III. Update on Plans for the December Vision Conference

- ? All conference materials must be in to the Vision Office no later than November 7th.
- ? Conference will be held on December 5th and 6th.
- ? Blocks of rooms are being held under 'EMS Authority'.
- ? All conference documents may be put on a CD.

IV. Status of LEMSA Assessment

- ? The assessment needs to be tested.
- ? It will also be agendaized at the next Governance meeting.
- ? Steve has called and consulted with Dr. Rick Narad on the process for testing. It was suggested that Block Grant Funds be utilized to test the instrument.
- ? The document has a fallback for a scaled back approach (self assessments) in light of the budget crisis.

V. EMSA 101 & 103 Guidelines Revision Process

- ? The group wants to remove duplicative sections from section I.
- ? Group sought to clarify the relationship between the plan revision and the guidelines revision.
- ? It was suggested that there should be a voluntary review process on the plan at a local level.
- ? It was also suggested that 1) the assessment be done, then 2) a planning process be submitted to the EMS Authority for evaluation. The plan should then be updated on an annual basis.
- ? Meeting to be set up with Cathy, Diedre, Gwen, Craig, Larry, Steve and Miranda at the Sacramento Airport for September 6, 2002, to discuss revisions.
- ? Miranda to bring EMSA #101 on laptop for accessibility.

VI. System Evaluation and Improvement Overview Document

- ? Steve reviewed document.
- ? An introduction citing references and legal authority is to be included in the write-up. To be written and distributed via list serve within 2 weeks by Steve for approval at the next meeting.
- ? All drafts and documents will be put on a CD to be distributed at the conference.

VII. Final Documentation of EMS Data Set

- ? Group discussed how the document could be formatted.
- ? Bonnie will put the final and condensed draft document on the website.
- ? Final draft to include cover page.

VIII. Final Documentation of EMS Performance Indicators

- ? Craig will put together 2 versions of the document, a table version and a more descriptive version.
- ? A narration will be included to explain what everything means.

IX. Progress Report on Proposed QI Guidelines

- ? Bonnie cleaned up document and added changes from July meeting.
- ? Bonnie will remove the education and training section from the guidelines and create a new document with the information.
- ? Concerns were expressed regarding the title of the document.
- ? The new changes will be made and distributed via list serve with a strict deadline for comment.
- ? The new document will be taken to the September 3rd Task Force meeting.
- ? Document will also be distributed at the Vision Conference.

X. Progress Report on CEMSIS Project

- ? They are working with Geo Perception.
- ? Ed will be going to San Diego later in the month, for a walkthrough on the system.
- ? Test Data was delivered to Geo from Marin tied to OSHPD's hospital data.
- ? Ed is still interested in the beta testing.
- ? 3-4 weeks notice will be given in putting this together.
- ? Ed has received the 1999 stats from the DHS vital statistics data.
- ? Ed will be able to demo the system in a workshop presentation at the conference.
- ? As far as Ongoing System Oversight, a recommendation was made that a group be formed that is stakeholder driven and EMSA facilitated.
- ? Recommendations will be made via letter addressed to Richard Watson, and cc. to VLT, State EMS Commission, and the Director's Advisory Group. These recommendations will also be presented at the conference.

? Letter will go out after last meeting. Bob will compose the letter.

XI. Review of Final Deliverables

? Package presented at the conference will include:

- 1) The Overview Document,
- 2) The LEMSA Evaluation Guidelines,
- 3) The State Data Set,
- 4) The State EMS Data Collection and Reporting Process Guidelines,
- 5) The Indicators, and
- 6) The State EMS Quality Improvement Guidelines.

XII. Conference Presentations of the Data Set, Indicators & CEMSIS

? All deliverables will be placed on 1 CD to be distributed at the conference.

? To be presented in handouts:

- Abbreviated versions of the Data Set and Indicators.
- Entire documents of the QI Guidelines and the Overview Document.

XIII. Assignments

- ? Steve is to write comments to remove duplicate language from the guidelines. To be sent to Miranda as soon as possible.
- ? Guideline meeting to take place on September 3, in Sacramento. The most recent version of the Guidelines will be sent out.
- ? Steve to finish the draft overview and put out on list server within the next two weeks.
- ? Steve to standardize document format with Bonnie and Craig.
- ? Craig is to write an introduction to the Indicators.
- ? Bonnie will send out the most recent version of the QI Guidelines, with strict deadline.
- ? Bob will redraft the recommendations for the group in a letter to Richard. Letter will come back to the next meeting.
- ? All documents need to be to Miranda by October 30 for the conference.
- ? Ed will draft a preliminary letter to LEMSA's including probabilistic match descriptions.
- ? Ed to complete Data Collection Reporting Process Overview.

XIV. Future Meeting Date

-The next meeting is to take place on Friday, October 18, 2002 at the EMS Authority in Sacramento.